# SECURITY MANAGER DUTIES AND RESPONSIBILITIES

# SECURITY

**SECURITY IS A COMMAND FUNCTION.**

**REPONSIBILITY FOR SECURITY IN A UNIT LIES WITH THE COMMANDER**

# SECURITY AREAS

- Information Security
- Personnel Security
- Operations Security (OPSEC)
- Physical Security
- Information Systems Security
- Communications Security (COMSEC)
- Anti-Terrorism / Force Protection (AT/FP)

# SECURITY MANAGER RESPONSIBILITIES

- **Program Management**
- **Personnel Security Program**
- **Information Security**
- **Physical Security**

# PROGRAM MANAGEMENT

- General Responsibilities
- References
- Training and Education
- Inspections and Evaluations
- Record Keeping

# GENERAL RESPONSIBILITIES

- Advise/Represent Commanders
- Security Education Program
- Oversee Access to Classified Information
- Classification Guidance
- Classification Review
- Classified Document Management
- Security Inspections
- Advice and Assistance on Regulation Enforcement
- Security Point of Contact
- Standard Operating Procedures

# REQUIRED REFERENCE MATERIALS

- AR 380-5, DA Information Security Program
- AR 380-13, Acquisition and Storage of Information Concer
  Affiliated Persons and Organizations
- AR 380-53, Communications Security Monitoring
- AR 381-12, Subversion and Espionage Directed Against th
- AR 380-67, Personal Security Program
- AR 381-10, US Army Intelligence Activities
- AR 380-19, Information Systems Security
- V Corps PAM 380-1, Security Manager's Reference Guide
- Applicable Unit/Section/Activity Security SOPs

# ADDITIONAL USEFUL REFERENCES

**AR 340-17, Release of Information and Records From Army Files**
**AR 380-20, Restricted Areas**
**AR 381-20, US Army Counterintelligence Activities**
**AR 525-13, The Army Terrorism Counteraction Program**
**AR 530-1, Operations Security**
**AR 530-2, Communications Security**
**AR 380-40, Policy For Safeguarding and Controlling Communications Security (COMSEC) Material**
**TB 380-41-1, Procedures For Safeguarding, Accounting, and Supply Control of COMSEC Material**

# TRAINING AND EDUCATION

- Security Education Program
- Refresher Briefings
- SAEDA
- Force Protection Briefings (Level I)
- Foreign Travel Briefings

# TRAINING AND EDUCATION

**Initial Security Training and Refresher Briefings Must Include:**

- **Individual Responsibility to Protect Classified Information**
- **Proper Use of the Classification System**
- **Security Requirements of the Individuals Particular Assignment**
- **Techniques Used By FIS to Obtain Classified Information and the Obligation to Report These Attempts**

# TRAINING AND EDUCATION

**Initial Security Training and Refresher Briefings Must Include:**

- **Penalties of Espionage**
- **Prohibition of Discussing Classified Material Over an Unclassified Telephone**
- **Instructing Personnel of Requirements to Have Access to Classified Information**
- **Obligation to Report Deficiencies, Compromise of Classified Information or Adverse Information on Individuals with Security Clearances**
- **Sensitivity of Intelligence Information**

# TRAINING AND EDUCATION

**Subversion and Espionage Directed Against the US Army (SAEDA):**

- **Initial SAEDA Briefing and Annual SAEDA Training IAW AR 381-12**

- **Security Managers request assistance from local CI Detachments**

# TRAINING AND EDUCATION

**Anti-Terrorism/Force Protection (AT/FP) Brief:**

- **Level I briefs given during inprocessing at inprocessing centers**
- **Refresher training required annually; Level II instructor required**
- **Level II training required for unit AT/FP officers; recertify every three years**
- **Additional briefs required for personnel traveling in high risk areas**

# TRAINING AND EDUCATION

**Foreign Travel Briefings:**

- **Information Briefed IAW AR 380-5**

- **Personnel with access to classified information who will b**
**contact with foreigners when traveling or on official busines**

# INSPECTIONS AND EVALUATIONS

- Announced Inspections
- Unannounced After Duty Hours Inspecti
- Duty Hours Spot Checks
- Advice and Assistance Visits
- Security Evaluations

# INSPECTIONS AND EVALUATIONS

**Announced Inspections**

**Preparation and Inspection:**

- **Review security SOPs, previous inspection reports and other records**
- **Establish depth and scope of inspection**
- **Review inspection checklist**
- **Determine necessary resources**
- **Schedule inspection with the unit**
- **Provide in brief and exit brief**

**Inspection report must be written with findings, recommendations, and comments. one report is filed and one is given to inspected unit**

# INSPECTIONS AND EVALUATIONS

**Unannounced After Duty Hours Inspections**

**Preparation and Inspection:**

- **Review security SOPs, previous inspection reports and other records**
- **Arrange for access to work areas**
- **Provide an exit brief to inspected security manager or SDO**

**Inspection report will be a copy of the checklist. one report is filed and one is given to inspected unit's security manager**

# INSPECTIONS AND EVALUATIONS

**Duty Hour Spot Checks**

- **Quarterly**
- **Security managers discretion for scope and areas to be ch**
- **Personnel who handle classified material in their daily ope**

**Inspection report will be a memorandum for record**

# INSPECTIONS AND EVALUATIONS

**Advice and Assistance Visits**

- **Security Managers will be available to subordinate security managers; quarterly visits**

- **Solely for assisting subordinate security managers**

# INSPECTIONS AND EVALUATIONS

**Security Evaluations**

- **All staff elements, DISCOM, battalions and companies which handle, process, or store classified information are subject to annual announced security evaluations and annual unannounced evaluations**

- **Personnel from G2, CI or DISCOM S2 will conduct these inspections**

# RECORD KEEPING

**Security Managers must maintain written records of all actions pertaining to security and must be in one location for easy access. The records must include:**

- **SAEDA training records**
- **Announced security manager inspection results**
- **Annual file inspections for classification downgrading**
- **Certification of reproduction equipment**
- **Authorization for restricted areas and open storage areas**

# RECORD KEEPING

**Security managers must maintain written records of all**
**Actions pertaining to security and must be in one location for easy access. The records must include:**

- **Security clearance actions**
- **Security manager appointment orders**
- **Security reference material**
- **Reports of security evaluations**
- **Debriefings**